

Word 2007 - Intermediate

Course Overview

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This course is designed to expand on the skills learned in the Introduction to Word 2007 training. Students will learn important techniques to streamline their document development process by using such features as AutoCorrect, Styles, Building Blocks, Templates, and Mail Merge. Students will also learn creative ways to use tables, how to create complex headers and footers, and to understand how sections work in documents.



Course Objectives

Advanced Tables, Automation, Building Blocks, Headers, Footers, and Section Breaks, Mail Merge, Styles, Templates

Other Prerequisites

The recommended pre-requisite for this course is Word 2007 Introduction.

Course Outline

1 Introduction

Introduction

2 Advanced Tables

Using Table Layout Option
Repeating Column Headings
Merging Cells, Splitting Tables, and Alignment Options
Sorting a Table
Creating Formulas in a Table
Creative Use of Tables

3 Automation

Using AutoCorrect
Removing an AutoCorrect Entry
Using Math AutoCorrect
Inserting Symbols
Using AutoFormat
Find and Replace

4 Building Blocks

Accessing the Building Blocks Organizer
Inserting a Building Block
Creating a Custom Building Block

5 Headers, Footers, and Section Breaks

Inserting a Cover Page
Inserting a Page Break
Inserting Headers and Footers
Adding Section Breaks

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6 Mail Merge

Using the Mail Merge Wizard
Selecting Recipients and Creating Labels
Inserting Merge Fields
Using Merge Rules

7 Styles

Using Built-In Styles
Custom Styles
Applying Style Shortcuts

8 Templates

Using an Existing Template
Saving a Custom Template
Saving Styles into a Template

9 Conclusion

Course Recap